

GRANT PROGRAM 2005

PROJECTS

- Conservation of Historical Materials
- Educational Initiatives
- Exhibitions
- Public Programs
- Research
- Publications
- Media
- Smith Fellowships

MINIGRANTS

PRIZES

CAUCUS ARCHIVAL PROJECTS EVALUATION SERVICE (CAPES)

State of New Jersey

James E. McGreevey, Governor

Department of State

Regena L. Thomas, Secretary of State

New Jersey Historical Commission

Joseph S. Weisberg, Chairperson, Parsippany

Larry A. Greene, Vice-Chairperson, South Orange

Norma Blake, State Librarian, Trenton, ex officio

Wayne Bryant, Senator, District 5, Camden

Linda Dator, Mahwah

Michael Fernandez, West Trenton

Joseph Gonzalez, Skillman

Dorothy P. Guzzo, Administrator, Historic Preservation Office, DEP, Trenton, ex officio

Jan E. Lewis, Maplewood

Maxine Lurie, Piscataway

Richard Merkt, Assemblyman, District 25, Randolph

Joseph A. Palaia, Senator, District 11, Deal

Joseph E. Salvatore, M.D., Cape May

Carol Selman, West Orange

Regena L. Thomas, Secretary of State, Trenton, ex officio

Loretta Weinberg, Assemblywoman, District 37, Teaneck

B. Michael Zuckerman, Cape May

New Jersey Historical Commission Staff

Marc Mappen, Executive Director

Mary R. Murrin, Director, Grants Program

Howard L. Green, Research Director

David S. Cohen, Director, Ethnic History Program

Giles R. Wright, Director, Afro-American History Program

Diane E. Dillon, Administrative Assistant

The New Jersey Historical Commission

NJ Department of State

PO Box 305 (mailing address)

Trenton, NJ 08625-0305

(609) 292-6062

www.newjerseyhistory.org

Street Address (FedEx, etc.)

225 West State St.

Fourth Floor

Trenton, NJ 08625-0305

For information on grants, contact the Grants Administrator at (609) 984-0954.

Large Print This application is available in Large Print. If you are in need of any special accommodation in filing this grant application, please contact the Grants Administrator at (609) 984-0954.

Grantees must comply with the Civil Rights Act of 1964 (42 USC 2000D et seq), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq), and the State Law Against Discrimination (NJS 10:5-1 et seq), barring discrimination on the basis of race, color, national origin, gender or disability.

Contents

Grants and Prizes Program-at-a-Glance	1
What's New for FY 2005	2
Mission, Background, and Assistance.....	3
General Guidance.....	4
Priorities.....	4
The Review Process.....	5
Notification.....	6
Appeal Procedure.....	6
How to Apply for Project Grants.....	7
Types of Project Proposals	11
Conservation of Historical Materials	11
Educational Initiatives	12
Exhibitions.....	14
Public Programs	14
Research	15
Publications	16
Media	17
Smith Fellowships	18
The Application Package	19
Minigrants	22
Guidance for Grantees	23
Prizes	26
Caucus Archival Projects Evaluation Service (CAPES)	27
Other Sources of Support for New Jersey History Projects.....	29
Standards	30
Project Support: Application Checklist	34
Project Support; Prizes; CAPES: Applications and Forms.....	35

Grants and Prizes Program-at-a-Glance

The New Jersey Historical Commission offers a variety of different types of grants. It also offers prizes and a free archival evaluation service called Caucus Archival Projects Evaluation Service or CAPES. The grants and prizes program is described in two separate booklets: GENERAL OPERATING SUPPORT and PROJECTS/MINIGRANTS/PRIZES/CAPEs.

ELIGIBILITY: Grants are available for both individuals and organizations. There are general standards of eligibility as well as specific requirements for programs. See page 7-10 in this booklet for notes on eligibility.

DEADLINES: All proposals must be in the Commission's office by the deadline date. Applicants are encouraged to use delivery services (FedEx, UPS) or hand deliver them rather than use the U.S. Mail.

Grants

General Operating Support: General assistance to historical organizations, museums, historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey. **Applicants must notify the Historical Commission of their intent to apply for General Operating Support by March 3, 2004.**

Deadline:	April 1, 2004 (application must be received in the NJHC office by that date)	
Funding level:	Budgets under \$30,000	Up to \$10,000 (minimum request, \$5,000)
	Budgets of \$30,000 and up	Up to 33 percent of the non-state operating income for either the current or the next fiscal year
Notification:	ca. July 14, 2004	

Projects: Funding for expenses of specific projects relating to New Jersey history. Eligible categories include conservation of historical materials (manuscripts, books, costumes, historical visuals); editorial and publication projects; educational initiatives; exhibitions; media (films, radio, videotape, digital media.); public programs; and research (including archaeological projects, fellowships, oral history, and National and New Jersey registers of historic places nominations).

Deadline:	September 15, 2004 (proposal must be received in the NJHC office by that date)
Funding Level:	\$3,000-\$20,000
Notification:	ca. November 17, 2004

Minigrants: Support for smaller projects of the type of activities listed under Projects. Applicants may request support for planning (long-term, strategic, interpretive) but they may not use minigrant funds for other types of operating support.

Deadline:	None, reviewed bimonthly
Funding level:	Up to \$3,000
Notification:	Within six weeks of review

Prizes

Mildred Barry Garvin Prize: \$1,000 award to a New Jersey teacher, guidance counselor, or school librarian for outstanding teaching of black American history or related activity at any grade, K-12. For detailed instructions and a nomination form, contact Giles Wright at the Commission, (609) 984-3464.

Deadline: October 1, 2004
Notification: January 2005

The **Richard P. McCormick Prize** and the **Alfred E. Driscoll Prize** are offered in alternating years. The McCormick Prize is offered in odd years; the Driscoll Prize in even years.

Richard P. McCormick Prize: Award of \$1,000 to an author of outstanding scholarly work on New Jersey history.

Deadline: January 2, 2005
Notification: September 2005

Alfred E. Driscoll Prize: Award of \$1,000 to an author of outstanding doctoral dissertation on any topic on New Jersey history.

Deadline: January 4, 2006
Notification: September 2006

Caucus Archival Projects Evaluation Service (CAPES)

Professional assessment by consultants of the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference of historical collections (paper items) held by New Jersey archives, libraries, historical societies, and other agencies.

Deadline: None, submit form when convenient

What's New for FY 2005

All applicants must submit the original and FIVE copies of the proposal. Previously the original and seven copies were required

CAPES applicants must indicate whether they have had a previous assessment and whether they took action on the recommendations

Mission, Background, and Assistance

Mission

The New Jersey Historical Commission was established in 1967 by law (NJSA 18A:73-21). It is the state's statutory entity for the advancement of public knowledge and preservation of New Jersey history. Its mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past.

Background

The New Jersey Historical Commission, a division within the Department of State, advances public knowledge of the history of New Jersey by providing grants, conducting research, helping to preserve resources, and producing publications, public programs, and classroom materials. It works closely with other organizations to improve the field of New Jersey history.

The grant program supports the Historical Commission's core mission in two ways. First, it funds specific projects relating to New Jersey history — research, publication, media, public programs, conservation, and educational initiatives. Second, it offers general operating support for museums, historical societies, historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey.

Additionally, the Historical Commission provides a collections evaluation service (Caucus Archival Projects Evaluation Service or CAPES) through the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference and sponsors two scholarly prizes — the Alfred E. Driscoll Prize and the Richard P. McCormick Prize, and a teaching prize — the Mildred Barry Garvin Prize.

Assistance

The New Jersey Historical Commission offers assistance to applicants in the technical aspects of completing the application. Please call the Grants Administrator at (609) 984-0954 for information or check the web site at **www.newjerseyhistory.org**

General Guidance

The guidelines in this booklet pertain to PROJECTS (research, publication, media, public programs, exhibitions, conservation, and educational initiatives), MINIGRANTS, PRIZES, and CAPES. Organizations interested in applying for GENERAL OPERATING SUPPORT must request the booklet with the specific guidelines for that program.

Both individuals and organizations are eligible to apply for most project grants and minigrants. Eligibility is discussed on pp. 7-10. The prizes program is restricted to individuals. See page 26 for information on prizes. The CAPES program is directed at organizations and is discussed on pp. 27-28.

Project grants are highly competitive. Review panels seek high quality work, clear demonstration of contribution to New Jersey history, and fulfillment of the Historical Commission's priorities.

Organizations applying for a project grant or a minigrant may also apply for a general operating support grant.

Priorities

The NJ Historical Commission maintains the following priorities and seeks applications that will help fulfill them. To be considered for funding, the project or organization must serve the public directly and accomplish at least one of the following:

- 1) Help strengthen and further develop existing New Jersey history operations and programs
- 2) Initiate new programming on New Jersey history
- 3) Improve management and interpretation of historic sites and historical collections
- 4) Expand public understanding and awareness of historic resources
- 5) Increase public and organizational participation in historical programs and activities
- 6) Increase accessibility of historical resources to diverse communities
- 7) Increase the body and quality of information on New Jersey history available to the public
- 8) Preserve materials for the study or preservation of New Jersey history

Special Concerns

The Historical Commission especially encourages the following types of projects:

African-American History

The history of African-Americans in New Jersey and, in particular, projects about the history of the Underground Railroad in New Jersey.

Digital Educational Media

Digital media projects such as CD-ROMs or web pages that present New Jersey history topics in innovative or challenging ways to either students or the general public.

History Curricula

Production of curriculum material at the K-12 level to incorporate New Jersey history into American history instruction.

Documentation of Recent Immigrant Groups

Archival collection and oral history projects by organizations representing ethnic groups that have come to the state since World War II.

Preservation and Increased Use of Historical Visuals

Projects of organizations to preserve photographs, postcards, paintings, and other visuals of historical importance or make use of them in publication, exhibitions, or educational projects.

225th Anniversary of the American Revolution

Projects on the history of the American Revolution in New Jersey.

The Review Process

Review Panels and Committees

A review committee composed of experts on New Jersey history and independent of the Historical Commission evaluates all applications (except applications for minigrants) and makes recommendations to the Historical Commission's Committee on Grants, Prizes and Awards. The committee approves or modifies the recommendations and presents them to the Historical Commission, which makes all final decisions. Grants are awarded based on available funding as well as the merit of the individual application.

Ethical Standards

Staff, panelists, and Historical Commission members adhere to the state guidelines on ethical standards. They abstain from commenting or voting if they have:

- 1) Any recent relationships, financial or otherwise, with the applicant organization or any persons connected with the proposal; or
- 2) Played a meaningful role in the development of the project

Evaluation Criteria

The application will be evaluated on how well the following are accomplished:

- 1) What New Jersey history content does the proposal contain? How does the project relate to the priorities outlined on page 4?
- 2) If the grantee is an organization, does the project relate clearly to the organization's mission and long-range plan?
- 3) Does the proposal demonstrate that the applicant knows the topic and is familiar with resources for its study or presentation?
- 4) Is the work plan well defined and designed? Has the applicant described the project's purpose and its product? Has the applicant shown how and where activities will take place? Is the schedule of activities appropriate and timely?

- 5) Is the budget well defined? Does it identify the expenditures that are to be covered by grant funds? Are these expenditures permissible? Are they relevant to the narrative?
- 6) Is the publicity plan adequate? How will the audience learn about the project?
- 7) Are the project personnel appropriately qualified?
- 8) Does the proposal identify the audience that is to be served and explain how that audience will benefit from the project?
- 9) Does the project reach a diverse audience?
- 10) Is the proposal accompanied by appropriate and compelling supporting materials?
- 11) Is required documentation present? Are there three printers' bids for publication projects? Are vendor price quotes for microfilming or conservation services included? Are vendor price quotes for equipment to be purchased included?
- 12) If the project is an exhibition, public program, or curriculum project, has provision been made for evaluation?

Notification

All applicants will be formally notified in writing of the Historical Commission's decisions by mail. Awards may come with specific conditions. These conditions will be explained in the award letter and contract. If an application is rejected or does not meet the Historical Commission's standards, the NJHC may suggest a revised resubmission at the next grant deadline. An invitation to revise and resubmit does not guarantee a future grant. The applicant may instead appeal the decision. See below for the appeal procedure.

Appeal Procedure

Applicants who wish to challenge award decisions may make a formal appeal. The appeal must be submitted in writing within 30 days of the date of the letter informing the applicant of the award decision. Direct the appeal to the Commission's Committee on Grants, Prizes, and Awards, care of the Director of the Grants Program. It should support the applicant's argument that the decision was in error; it may not include documents which should have been part of the original application but were not included for any reason. The appeal will be the subject of discussion at the next regularly scheduled meeting of the Committee on Grants and Prizes. The Committee's recommendation will be forwarded to the full Commission for consideration at its next regularly scheduled meeting. The applicant will be informed in writing about the Commission's decision at the earliest opportunity. Should the Commission revise its original decision and make an award, the amount would depend upon the availability of funding.

How to Apply for Project Grants

Points to Remember

- 1) Before proceeding with the grant application, read these guidelines in their entirety.
- 2) Always keep in mind the evaluation criteria (pp. 5-6) while completing the application.
- 3) Complete all required information accurately. Double-check all numbers.
- 4) Review the information on support materials (pg. 21), what makes a complete application (pg. 19), and any special requirements.
- 5) Review the checklist (pg. 34). It must be signed, dated and included in the package.
- 6) Call the NJ Historical Commission staff for help with any questions.

What Is Eligible

Applicants

Organizations may submit applications in the following areas:

- 1) Exhibitions
- 2) Public Programs
- 3) Conservation of historical materials
- 4) Educational initiatives
- 5) Research
- 6) Publications
- 7) Film, videotape, radio, digital media

Note

- 1) The Commission provides funding to county cultural and heritage agencies for a re-grant program for local organizations. The re-grants may support either operating expenses or projects. A local organization may not have either general operating support or support for the same project from both the Commission and its county cultural and heritage agency.
- 2) An organization that has a general operating support grant may also apply for a minigrant or a project grant.
- 3) If the organization with an active grant has an annual operating budget of \$150,000 or more, it may apply for a second project grant.
- 4) If an organization has more than one division and a budget in excess of \$500,000, each division is treated as a separate organization and may apply separately.

Individuals are restricted to one grant at a time. They may submit applications in the following areas:

- 1) Educational initiatives
- 2) Research
- 3) Publications
- 4) Film, videotape, radio
- 5) Fellowships

Projects

- 1) Presentation and interpretation of public information about state and local history, such as brochures describing the organization's collection, programs, or services
- 2) Public programs such as lectures, exhibitions, conferences, symposia, and workshops
- 3) Classroom instruction at any educational level (including continuing education/training courses for adults)
- 4) Production of classroom instructional materials
- 5) Original research and writing, bibliographical essays, historiographies
- 6) Research in connection with historic preservation projects
- 7) Research that analyzes the field of New Jersey history, such as the need for long-range planning, resource management, or heritage tourism
- 8) Oral history
- 9) Editorial work (including the updating of important works)
- 10) Publication (including republication)
- 11) Film or videotape treatments, scripts, or production
- 12) Feasibility studies or planning for large-scale projects in New Jersey history
- 13) Surveys of New Jersey historical resources
- 14) Educational components of ceremonies, reenactments, commemorations, or anniversaries of historical events
- 15) Conservation and preservation of historical materials such as manuscripts, books, costumes, furniture, photographs, and other visuals of historic importance
- 16) Fellowship support
- 17) Microfilming and the production of finding aids to collections
- 18) Genealogical projects resulting in research tools (indexes, cemetery locators, collective regional resources, publicly accessible databases) of use to the wider historical community
- 19) CD-ROMs or other digital projects
- 20) Newspaper microfilming

Expenses

- 1) Microfilming
- 2) Travel and/or maintenance while conducting research
- 3) Archival or research library user fees
- 4) Oral history tape transcription
- 5) Wages or stipends for project personnel, such as conservators, curators, educational consultants, and researchers
- 6) Honoraria, travel, and maintenance for speakers
- 7) Supplies to be used in the project (such as audiotapes, videotapes, storage materials, office supplies, and materials for educational projects)
- 8) Materials for fabricating and installing exhibitions
- 9) Payment of exhibition loan fees and shipping costs
- 10) Archival folders, boxes and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs
- 11) Typesetting, printing, and binding
- 12) Photography and photocopying
- 13) Production of promotional or advertising materials
- 14) Equipment rental

- 15) Equipment purchases with the following restrictions: Only institutions and organizations may use grant funds to purchase major items, such as computers or video cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive tape recorders and computer software.
- 16) Travel expenses with the following limits:
 - Automobile travel: \$.31 per mile
 - Train or airplane fares (coach only; not first class)
 - Food and accommodations: up to \$100 per day
- 17) Speakers' honoraria in the following amounts:
 - Keynote speaker, up to \$750
 - Main speaker, up to \$500
 - Chairperson or moderator, up to \$150
 - Panelist, up to \$125
 - Additional funds for higher honoraria may be requested if you can demonstrate the speaker's particular merits

Note

- 1) Administrative support of individual projects of organizational grantees may not exceed 25 percent of the total request.
- 2) Budget requests for contracted services (e.g., microfilming, conservation work) or equipment purchase must be accompanied by vendor price quotes that clearly describe the services or equipment.

What Is Ineligible

Applicants

- 1) Agencies of the federal or state government (this category does not include state colleges or universities)
- 2) Organizations/individuals who have received a grant from the Historical Commission and failed to submit a final report on the project
- 3) Individuals engaged in an active project funded by the Historical Commission
- 4) Organizations with operating budgets of less than \$150,000 that are engaged in an active project funded by the Historical Commission

Activities

- 1) Projects that do not relate to New Jersey history
- 2) Project work that is completed before the submission of the application. For example, a request to typeset and print a completed manuscript is eligible; a request to pay an author who produced the manuscript, after the manuscript has already been written, is not.
- 3) Restoration or preservation of structures
- 4) Purchase of collections, furniture, costumes, artifacts, or other items for collections
- 5) Construction, restoration, preservation of gravestones, commemorative statues, plaques, and other items
- 6) Projects of federal or state government agencies

- 7) Conservation of materials owned by the federal government
- 8) Conservation of collections of unidentified photographs
- 9) Projects that are not accessible to the general public
- 10) Performances, fiction, and poetry
- 11) Publication of coloring books, cookbooks, and calendars
- 12) Genealogical projects such as genealogies of specific families (unless applicants can demonstrate the usefulness of the projects to the understanding of New Jersey history)
- 13) Videotaping or audiotaping of public programs, or oral history interviews without the production of transcripts

Expenses

- 1) Purchase of items for collections
- 2) Purchase of books or prepackaged instructional materials unless the applicant can demonstrate that such expenditures are warranted
- 3) Purchase of refreshments for the project's audience
- 4) Field trips if that is the only component of the project
- 5) Retroactive funding (for example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application)

Matching Requirements

Organizations with annual operating budgets of at least \$500,000 (and all divisions of such organizations) are expected to show a match equal to 50% of the grant request. Agencies unable to do this may appeal to the Historical Commission grants officer. The match need not be in cash; it may include donated services such as the value of volunteer time, donated equipment or supplies, or donated storage, exhibition or office space.

Multiyear Grants

Projects may be eligible for more than one year of support. Applications for continued funding will be judged on their merits. Initial funding does not guarantee additional grants. The applicant must demonstrate that the work originally funded has been satisfactorily completed and that the additional funding requested will significantly advance the project. Additional funding is also dependent upon the level of competition and the availability of grant funds.

In exceptional cases, if compelling arguments are presented, applicants may receive up to three years of funding at a time. Funding for the second and third years of such projects is dependent on available resources. Funding for the Historical Commission's grant program is provided each fiscal year by legislative appropriation.

Types of Project Proposals

Conservation of Historical Materials (\$3,000–\$20,000)

Applicants may submit proposals to:

- 1) Conserve or preserve (with microfilming or other appropriate treatment) historical materials such as manuscript collections; books; newspapers; photographs, postcards, paintings or other visuals of historical significance to New Jersey history; costumes; and furniture. Newspaper microfilming proposals must demonstrate that the newspaper was *not* included in the joint microfilming project conducted by the New Jersey State Archives (Department of State) and Rutgers University Libraries. For information on this project, contact New Jersey State Archives, PO Box 307, Trenton, NJ 08625, or call (609) 292-6260.
- 2) Organize or describe historical materials by archival processing or the production of finding aids (catalogues, inventories, etc.). Salary support for archival personnel and the purchase of appropriate materials to achieve this (archival folders, boxes, etc.) are permissible expenses. Archival supplies must meet professional standards.

Specific guidelines for microform and photographic projects are discussed in the Standards section.

Proposals must include the following:

- 1) Detailed description of the object or collection
- 2) Explanation of the project's importance for understanding and interpreting New Jersey history
- 3) Description of the physical condition of the material, an outline of the steps necessary to preserve it, and an explanation of how the material will be protected once it is conserved
- 4) Information on the vendor or vendors that will do the work, documentation that the firm is qualified to do the work, and a price quote and description of the work along with the budget
- 5) Description of how the public will have access to the material

Projects are not eligible for support if the purpose is to conserve unidentified objects or collections, or materials that are not accessible to the public.

Storage areas must protect the materials from fire, flood, and water damage, maintain stable temperature and relative humidity levels and, if necessary, contain air filtration or purification systems to keep out contaminated air. If the organization has inadequate facilities, indicate plans for improving them. Applicants may apply for funds to support the purchase of appropriate equipment to do this under the General Operating Support Program. This equipment must meet professional standards. Consult with the Historical Commission staff if you have questions regarding appropriate standards.

Applications for microfilming support or for funds to preserve, stabilize, or conserve collections of photographs, postcards, paintings, paper, furniture, textiles, etc., must demonstrate that the work and storage conditions will adhere to professional standards.

Applicants should estimate the cost of microfilming projects before contacting a potential vendor. Cost may vary from \$.15 to \$.20 per page of material to be microfilmed, depending on the difficulty of the job. This will produce a master negative, a print negative (both to be deposited with the State Archives through the Historical Commission), and two service copies — one to be deposited with a member of the State Library Network and one for use by the organization. It will cost approximately between \$1,500 and \$2,000 to microfilm 10,000 pages of material. For each additional service copy, add \$.01 per page to the estimate.

If the material to be conserved consists of paper (manuscripts, books, maps, postcards, photographs, etc.), a professional assessment must be made of the conservation needs of the materials. Unless you can demonstrate that you are professionally qualified to conduct this assessment yourself or that you have arranged for a professional assessment from some other source, you will need to apply for a Caucus Archival Projects Evaluation Service survey, or CAPES. This survey will assess the physical state of the materials and recommend steps to preserve or repair them. After the survey is finished, you may apply for a grant to carry out the survey's recommendations. A description of the service and the application instructions are on pp. 27-28.

CAPEs surveys are available at no charge. There are also many professional sources for the evaluation of paper and other materials. For more information, contact the Historical Commission at (609) 292-6062.

Educational Initiatives (\$3,000–\$20,000)

Applicants may submit proposals requesting support for the development of curriculum materials, courses, instructional strategies, or distance learning (computer-based instruction, either by e-mail or web site) for children or adults. The Historical Commission encourages projects that put school systems and their teachers, librarians, or students in cooperative relations with historians and historical organizations. The NJHC seeks grant proposals for educational projects for any of several audiences — K-12, college and university students, and adults.

Applicants must explain clearly how the project will help students:

- 1) Learn about New Jersey history, its people, institutions, or localities, or
- 2) Understand them in relation to broader trends in United States and/or world history

The Historical Commission is particularly interested in projects that address:

- 1) The requirements of Title 18A of the New Jersey State Statutes mandating a course of study in high school in the history of the United States, including the history of New Jersey, and a similar requirement calling for a course of study in grade school in the geography, history, and civics of New Jersey
- 2) Priorities for teaching New Jersey history as outlined in the Core Curriculum Content Standards

Curriculum Materials

Proposals for the development of curriculum materials should include:

- 1) A summary of the materials to be developed, and identification of the format (e.g., software, original print document, audiovisual production, compilation of existing documents with an edited introduction, etc.).
- 2) A description of the audience for the materials and the appropriateness of the materials for this audience.
- 3) A description of the curricular benefits to be gained by developing and using the materials.
- 4) A description of the need for these materials that explains how they will fill a gap in the existing literature on New Jersey history or culture and shows that they will not duplicate existing curriculum materials.
- 5) A plan for evaluation of the materials once they have been employed in classroom instruction.

Instructional Strategies

Proposals for the development of instructional strategies should include the following:

- 1) A description of the strategy or strategies. Sample strategies include field trips (with the restrictions noted on page 10), oral history interviewing, living history and role-playing, docent training and practice, museum curator training and practice, conservation and preservation training and practice. The description must explain how the project will contribute to the learning of New Jersey history and culture in ways that cannot be carried out through existing use of school district funds and resources. It must also discuss why the strategy is appropriate for the particular age group for which it is intended.
- 2) A list of the intended learning goals.
- 3) A description of the resources to be used in the project (e.g., print, media, cooperative ventures with historical societies or sites).
- 4) A description of a plan for the evaluation of student achievement and learning through involvement in the strategies.

Computer-Based Instruction

Proposals should include the following:

- 1) A detailed syllabus or plan for the course or resource delineating all of the activities and work. A project that calls for no more than finding materials on the Internet will not be competitive. The project must discuss the context, how the participants will address the problem of critical selection and why it is appropriate for the age group for which it is intended.
- 2) A full discussion of the interactive component.
- 3) A discussion of what needs are addressed that cannot be met by a conventional course.
- 4) A detailed evaluation plan.

Exhibitions (\$3,000–\$20,000)

Applicants may apply for funds to support any stage of the development of an exhibition: research, design, or fabrication. Applicants may seek support for combinations of these elements, such as research and design, or design and fabrication. Combined proposals must be explained in detail. In all cases the proposal must establish the qualifications of the personnel doing the work, including, if possible, documentation of previous exhibition work.

An exhibition research proposal should include an explanation of the purpose and subject of the exhibition, its major themes, and the research to be done.

A design or scriptwriting request should include an explanation of the purpose and subject of the exhibit, a description of its audience, an outline of its main sections, a list of objects to be displayed, photocopies of pictures of some of the objects, and documentation, if possible, of previous exhibits.

A fabrication expense request should include an explanation of the subject of the exhibit, an outline of the main sections, a checklist of objects to be displayed, photocopies of pictures of some of the objects, a draft of the script, a floor plan and some elevations (or their equivalent if the institution is small), information on the materials to be used in the presentation of the objects, documentation, if possible, of previous exhibits, discussion of the target audience and how the exhibition will be accessible to those with disabilities, and a publicity plan.

Applicants should include in their project the production of a permanent record of the exhibition, such as a catalogue. The application may include a request for funding to research, write, or publish the catalogue. A copy must be submitted as part of the final report.

Note: The Historical Commission will not fund an exhibition that merely displays objects without providing a historical context for their interpretation.

Public Programs (\$3,000–\$20,000)

The proposal narrative for a public program (conference, symposium, lecture series, etc.) should include the following:

- 1) A summary of the overall program topic and a description of how the program relates to the organization's long-term goals.
- 2) A discussion of the ways in which the program will increase the public's knowledge of New Jersey history.
- 3) A summary of the individual speakers' topics and discussion of how each is qualified to discuss his or her topic (include a brief resume for each participant).
- 4) A description of the potential audience and an outline of the publicity plan.
- 5) A description of the program site (location, capacity, access, etc.).
- 6) A statement of how the program site meets the requirements of the Americans with Disabilities Act.

If the program is to be audiotaped or videotaped, it must be transcribed. Copies of the transcripts must be accessible to the public and one copy must be filed with the NJHC.

Research (\$3,000–\$20,000)

Research and writing proposals may cover a wide range of activities, such as:

- 1) Research leading to a book, article, dissertation, or media production
- 2) Nominations to the national or New Jersey registers of historic places
- 3) Archaeological investigations
- 4) Oral history projects

Applicants with other projects in mind not found on this list should discuss their project proposal with the grants administrator.

For research or writing grants applicants must:

- 1) Fully describe the work to be done with the funds
- 2) Assess the major secondary literature on the subject (if there is any)
- 3) Identify where the research will be done
- 4) List and describe the collections of primary historical materials to be used
- 5) Explain how the work will add to the body of knowledge about the history of New Jersey
- 6) Explain how the results of the research will reach the public

Applicants must demonstrate familiarity with the research materials for their topic, but the Historical Commission recognizes that research may uncover materials unknown at the beginning of the project.

Archaeology

Archaeological projects must be conducted by personnel who are fully qualified by professional training or experience and can demonstrate their competence to the Historical Commission's satisfaction. Written permission from the site owner must be included with the application.

National and New Jersey Registers of Historic Places

If the project is to prepare a national or New Jersey register of historic places nomination, the proposal must include a preliminary determination of eligibility from the Historic Preservation Office, NJ Department of Environmental Protection. It must also include some method for presenting the results of the project to the public. A portion of the grant may be budgeted for this purpose.

Oral History

An oral history project is first and foremost a research project. It requires careful planning and execution. Unfocused recording of reminiscences **does not** qualify as oral history. Present an argument for using this method of research and why it is important to interview the individuals selected on the identified topics. The age of the person being interviewed is not necessarily a good argument for an interview.

Begin by discussing how the selected interviewees will contribute to the overall research. A good oral history project does not substitute for other types of historical research; it builds on them. Describe the project's goals, necessary research to prepare for the interviews, who will be interviewed and why, and subjects or themes to be covered in the interviews. Provide a detailed outline of the topics to be covered.

Unless the oral history project is a small part of a larger project, such as a classroom project, the audiotapes must be transcribed. Include transcription costs in the budget, arrange for legal releases so that others may use the transcripts, and discuss the arrangements to be made for the deposit of the transcripts

in a suitable repository (see *Project Products*). Copies of the transcripts must be accessible to the public and one copy must be filed with the NJHC.

Applicants should adhere to the principles on oral history projects outlined in the Statement on Interviewing for Historical Documentation in the American Historical Association's *Statements on Standards of Professional Conduct* found in the Standards section of this booklet.

Publications (\$3,000–\$20,000)

Applicants may apply for a grant to help write, compile, edit, or publish a book. The book may be either an original work or a reprint, anthology, compilation, or other new publication of existing material. Evidence of the publication rights must be included in the proposal.

Works that interpret New Jersey's past as well as narrate it usually receive the most favorable consideration. An interpretive history discusses the reasons why New Jersey residents acted as they did, or the historical forces that affected particular events. The Historical Commission encourages the publication of works that not only describe sequential events but also provide context. Works should link local and New Jersey history to the history of the United States as a whole.

Applicants should not request funds for publication (typesetting, printing, and binding) of manuscripts that are not substantially complete. Substantially complete is defined as at least $\frac{3}{4}$ of the chapters completed, and a detailed outline of the remainder of the book. Instead, request funds to help complete the research, writing, or editing, or to hire typing, substantive editing, copyediting, and other services.

The NJHC strongly recommends printing publications on archival quality paper (paper that meets the national standard ANSI.Z39.48).

Books should be indexed. The application budget may include funds for indexing.

Note: The Historical Commission does not hold the copyright to materials produced with grant funds.

Editorial

Applicants seeking funds to edit a work or hire an editor, must include with the proposal one copy of the material to be edited. **Do not send the only copy of a manuscript or originals of any photographs.** The project description must also include a detailed plan showing how the material will be organized into a book. Applicants who receive an editorial grant may apply for publication funds after the manuscript is completed.

Publication

To be considered for funds to publish a book, submit one typed, double-spaced copy of the manuscript with the application. The manuscript must have at least $\frac{3}{4}$ of the chapters completed. A detailed outline of the remainder of the book must accompany the manuscript and the work must be within 18 months of publication. **Do not send the only copy of a manuscript or originals of any photographs.** This copy must contain all of the main text of the completed chapters, including whatever scholarly apparatus and bibliography the work will have. The front matter, index, or other material that cannot be finished until the production process is under way need not be submitted.

If the work is a photographic history, send one copy of the completed text and photocopies of representative photographs from the book. In the project narrative, be sure to explain fully what the photographs portray, and how they will be incorporated within the text to relate the history covered in the book.

Any publication proposal must include production bids from three vendors, showing the total cost for typesetting, printing, and binding. All bids must be to the same specifications. In addition to the vendors' bids, submit a copy of the bid sheet provided in the back of this booklet for each vendor (photocopy extra copies as needed). Because the form is quite technical, the vendor should help complete a form. Grant recipients must contract with the lowest bidder unless they are able to show compelling reasons for hiring a higher bidder (this stipulation does not apply to university presses or other full-time publishers that have established production departments).

The Historical Commission **will not** support the self-publication of an academic scholarship. An application for publication support for this work must come from a university or full-time publisher that has submitted the manuscript to the normal process of scholarly review.

Media (\$3,000–\$20,000)

Digital

Only institutions and organizations may apply for digital media proposals (web pages, CD-ROMs). All projects must have educational and/or research value. A project that consists solely of basic information such as location and hours of operation will not be competitive. A web site design may include items such as events calendars, program schedules, hours of operation, links to other sites, digitized maps, historical documents, or activities for teachers, students, or other page visitors. A CD-ROM project might include items such as historical documents, reference works, and illustrations. Submit a list, description, or samples of the material to be digitized. Allowable expenses may include historical research, professional design, software purchases, and Internet access fees.

Organizations must show:

- 1) A commitment to maintain the site after the grant has expired
- 2) A publicity plan
- 3) A marketing plan if the project is to produce a CD-ROM

Radio, Film, and Videotape

Proposals requesting funds to produce a radio program, film, or a videotape must include one copy of the completed script or detailed treatment and a sample of the applicant's work on audiotape or videotape (VHS only) with the application. A film treatment is a plan of the prospective film, including a content narrative, discussion of the film's sections, notes as to locations, on and off-camera interview or narration. A film treatment, while not as detailed as a script, should give the reader a clear and detailed picture of what the film will be about and how the content will be presented. Discuss the qualifications of those who will produce the program, the target audience, and how the program will be marketed and distributed. **Do not send the only copy of an audiotape, videotape, or film.**

In requesting funds to prepare a script, do not ask for money for radio, film or video production. In the project narrative describe the radio program, film, or videotape in detail, and explain what resources will

be used to produce the script. Describe how it has been or will be researched. If it will include oral history interviews, discuss who was interviewed and why, and the disposition of the tapes and transcripts. Discuss the target audience or audiences. Grantees who have received a grant to prepare a script, may then apply for radio, film or video production funds after the script is finished.

Smith Fellowships (\$9,000–\$20,000)

The Historical Commission offers a limited number of research fellowships (*Samuel Smith Fellowships for Research in New Jersey History*) to support applicants doing major research projects in New Jersey history, including doctoral dissertations and monographs. Fellowship awards are based on demonstrated expertise and the excellence of the project description. Established scholars should show a record of publication in the field. Graduate students must include a letter of recommendation from their dissertation director. All applicants must provide a research plan and explain the research project in detail, its relevance to New Jersey history, and how it will add to the body of knowledge about the topic. Fellowship support may be used for any expense associated with the project other than tuition or publication expense.

The Application Package

Application Specifications

Applicants must provide the **original and five copies** of a complete application as described below. All narratives must be typed with no smaller than 12 point font and with a minimum of 1" margins on four sides. Spacing may not be less than 1½. Pages must be numbered. **Do not use binders, notebooks, or plastic sleeves.**

Proposals are due in the Commission's office **by the deadline date**. Late applications will not be reviewed. Proposals may be delivered via U.S. mail, delivery service (e.g., FedEx, UPS) or in person. Note that applications sent by delivery service must use the street address of 225 West State Street, Fourth Floor, Trenton, NJ 08625. **Applications that are faxed or e-mailed will not be accepted.** If more convenient, applicants may reproduce the application and budget forms in the booklet by computer, but the copy must be exact.

The Historical Commission will not return proposals, copies of proposals, or any material submitted as part of a proposal.

Do not submit originals of any support materials (copies only). If you have any questions about the suitability of materials you are considering as support, contact the Historical Commission Office.

The Application

Only complete applications will be reviewed. A complete application consists of the following elements:

- 1) Application (form provided)
- 2) Narrative (created by applicant)
- 3) Budget information (forms provided)
- 4) Resumes of key staff—paid or volunteer (3-page limit per person)
- 5) Support material (three-item limit) such as brochures, catalogues, study guides, publications, strategic plans and studies, and other items that illustrate the operation and program and that support claims made in the narrative
- 6) Publications and media projects require additional support material (see pp.16-18, for information on these additional requirements)
- 7) Vendor price quotes and work descriptions (conservation proposals, microfilming, equipment purchases)
- 8) Checklist (form provided)

Application Form

The application form requests essential information about the applicant organization or individual and provides space in which to compose a brief statement describing the project, the audience, and potential benefits of receiving a grant. It also provides space for the signatures of the official representatives of the organizational applicant. The signatures certify that the contents of the application are true and accurate, that the application has been approved by the board, and that the organization will abide by all terms and conditions of a grant award should it become a recipient.

Grant Period

Specify a grant period that begins when the project is started and ends with the submission of the final report. **(Note: Grant funds may not be used to pay for project activities carried out before the beginning of the grant period.)** The grant period may *not* begin before the deadline and it may not begin before notification. Treasury regulations require the grant period to begin before the end of the fiscal year in which the grant is awarded; the fiscal year begins on July 1 and ends on June 30. Grants are usually given for one year, but longer or shorter periods are permitted. Define the grant period in the appropriate space on the application form. The final report will be due 30 days following the end of the grant period.

Narrative

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the project or the topic covered, and therefore must become totally informed. It is to one's advantage to be succinct. Please bear in mind when crafting the narrative the evaluation criteria against which the application will be measured. Section headings are recommended. Avoid extraneous discussions, hyperbole and all manner of claim that can not be authoritatively substantiated.

- 1) Describe the nature and purpose of the project. What is it? What will it produce? How does it meet the basic criteria?
- 2) Organizational applicants must describe how the project relates to the overall activities and programs of the organization. The proposal must discuss how the project is an expansion of an existing program or how it replaces a previous program. In addition, the proposal must describe how the project complements other activities of the organization.
- 3) Organizational applicants must describe how the project relates to the mission, long-range plan, and objectives of the organization.
- 4) Projects for local history projects must do one of the following: place the project in the broader context of New Jersey history; demonstrate the project's broader significance; or show how the project has the potential to serve as a model for other local history projects.
- 5) Provide sufficient information to demonstrate a comprehensive understanding of the history of the subject and the chosen topic prior to undertaking the project.
- 6) Explain in detail how the project will be implemented and describe the strategies to complete the project. Include a schedule of project activities.
- 7) Describe the qualifications of the individuals who are responsible for the project. Be sure to submit their resumes (no more than three pages per person) and demonstrate how they are qualified by education or experience to do this work.
- 8) Explain how the public will benefit from this project. Describe the audience and strategies for reaching the audience. If the project is intended to reach a new or expanded audience, discuss how that will be achieved. Include a summary of the promotion/communications plan.

- 9) If the project is an exhibition, conference, or educational initiative, it must have a means of evaluation. Explain how the project will be evaluated.
- 10) Explain how the grant funds will be used. Describe the cost of every activity and revenue source that will be itemized on the budget form. Fellowship applicants are not required to submit a budget.

Budget

Use the budget form or a facsimile of it. Use additional sheets if necessary. Itemize requested funds and provide detail in a narrative.

Resumes

Provide resumes for the project's key personnel. The resumes should include information about educational background, employment history, publications or conference presentations (if any), and relevant professional or avocational activities. Limit to no more than three pages for each person.

Summary History of Organization

An institutional and organizational applicant must provide a brief history of the organization and describe its services and programs for the New Jersey history community.

Certification of Support

Applicants seeking support for educational initiatives on behalf of an organization or institution must include a certification of support of the project from the school, organization, or institution.

Support Materials

Provide copies of support materials showing the organization's mission, programs, and activities, such as brochures, catalogues, study guides, programs, or strategic plans. Use these materials to illustrate a past record of accomplishment, especially in reference to activities similar to those for which support is requested. Limit the materials to no more than three items.

Additional Support Materials for Publications and Media Projects

Applicants for Publications and Media support must submit additional support materials, such as the text of a manuscript, publication bids, sample video tapes, and script treatments. See the specific discussions of those projects on pp. 16-18.

Documentation of Work and Prices

Requests for funding of conservation and microfilming services and equipment purchases must be accompanied by appropriate documentation (description of work to be done and itemized pricing on vendor letterhead or bid sheet).

Documentation of Commitment to Participate

When project consultants are named in the narrative, provide evidence (letters or other documentation from the consultants) that the consultants have agreed to participate. Mere provision of resumes will not suffice.

Checklist

A checklist is provided to help applicants ensure the inclusion of all the elements of a complete application. The checklist must be signed and submitted as the final page of the proposal.

Minigrants

The Historical Commission awards minigrants of up to \$3,000 to assist relatively small and inexpensive projects. Applicants may apply for support for all activities covered by the Historical Commission's grant program other than general operating support. The regular rules and procedures apply to minigrants except that the Historical Commission staff reviews all minigrant proposals. The Commission's standing Committee on Grants, Prizes, and Awards approves or rejects the staff's recommendations.

Please note that minigrants are reviewed bimonthly in January, March, May, August, October, and December, generally the third week of the month. For projects that are exhibitions, conferences, lectures, symposiums, or other public programs, applicants must apply at least 75 days before the date of the event. Applicants will be notified within six weeks of the review date, if possible; the full grant will be sent to the recipient within six weeks of notification.

Applicants whose proposals are not accepted will be informed as to why, and will be able to revise and resubmit their applications.

The Historical Commission strongly encourages minigrant applications on any topic in New Jersey history from college undergraduates. The proposal must discuss the project and the sources for its study in detail and include a detailed budget. The review process is identical to that for other minigrants.

To Apply for A Minigrant

- 1) The most important step is to read this booklet carefully. The advice on the preparation of Special Projects and Research/Publications/Media/Fellowships grant proposals outlined in the previous pages should be borne in mind when preparing minigrant applications as well.
- 2) Complete the application form in the back of this booklet.
- 3) Describe the project in detail: plans for the project, reasons, how it will be accomplished, who the audience is. Describe the qualifications of individuals involved in project.
- 4) Include a detailed budget for the project. The matching requirements apply to minigrants.
- 5) Include brief resumes (no more than 3 pages each) for all personnel who will be working on the project. Institutional applicants should include a brief institutional history.
- 6) Teachers or representatives of an institution or organization must provide evidence that the project has the full support of the school, organization, or institution.
- 7) Send the **original only** of the application (application form, budget, narrative, supporting materials).
- 8) Include the application checklist.

Guidance for Grantees

Financial

Payment

All grantees will be issued a contract for the award. Upon execution of the contract, up to 80% of the grant may be processed. The remainder will be retained until such time as the grantee files a satisfactory final report (forms will be provided in the contract).

Diversity

Grant recipients are encouraged to consider businesses that reflect the diversity of our state when contracting for services using grant funds.

Final Report, Audits

All grantees must file a final report within 30 days of the completion of the project. The final report must include a financial account and a written description of the project with the sequence of events and its results. **The specific requirements for the financial accounting and the forms are included in the grant contract.**

Organizational grantees (other than those receiving grants of less than \$10,000) may be required to submit independently corroborated reviews of their finances by licensed certified public accountants for the grant period as part of the final report. A review is not a formal audit; formal audits are required only for grants in excess of \$100,000. A review will consist of a compilation of data in a readable format, a review of the data by the preparer, and a statement whether or not the figures presented are fair and reasonable. **Applicants may budget for this review in their proposals.**

Individual grantees must submit a financial accounting of grant expenditures. Expenditures must be shown with receipts when possible. The second payment of the grant will not be sent before receipt of the completed final report. Grant recipients are not eligible for further grant support without the submission of a final report. Grant recipients who fail to file an acceptable final report may be required to return the entire amount of the grant.

Tax Liability

The U.S. Internal Revenue Service has declined to rule on the tax liability of individuals (that is, of persons as opposed to institutions) who receive Historical Commission grants. The IRS may regard such grants or portions of them as taxable income unless the grantee can show proof to have not benefited personally from the money. All grantees should consult their accountants or the IRS on this question.

Products

Project Products

If the project has a tangible product, a copy of that product must be submitted with the final report or as soon as it is available. Any product of the project must be available to the public. “Product” refers to such items as books, articles, conference papers, finding aids (e.g., guides, collection descriptions), software, oral history transcripts, media productions, sets of slides, walking or driving tour materials, conference brochures or publicity, exhibition catalogues or publicity, or curriculum materials. The Historical Commission will transfer microfilms and oral history transcripts to the New Jersey State Archives. It will keep other materials or transfer them to suitable places at its discretion. Applicants must:

- 1) Provide one copy of any product other than microfilm to the Historical Commission. (For microfilm, see item 3, below).
- 2) Deposit another copy of the product with a member library of the New Jersey Library Network. That library must agree to make its possession of the product known through the state database and to make the product available to the public through interlibrary loan, on-site use, or other means. The Network is a voluntary organization of all types of libraries funded by the State of New Jersey to provide state residents with equal access to library services and materials.
- 3) Submit the master and print negatives of microfilm products to the Historical Commission, who will transfer them to the State Archives for permanent storage in the State Records Center’s microfilm vault. This ensures that the microfilm will be preserved and that the public will have access to it. The State Archives may make service copies for patron use. A service copy must be deposited with a member of the New Jersey Library Network.

Acknowledgement of Historical Commission Support

All grantees are required to acknowledge Historical Commission support of their projects in all published products (books, news releases, conference brochures, etc.). Acknowledgement must read as follows: “This project was assisted by a grant from the New Jersey Historical Commission, a division of the Department of State.”

Evaluation

Grantees must arrange for a written evaluation by a recognized expert in the field of any public program or exhibition funded by the Historical Commission. The prospective evaluator must be approved by the NJHC. Grant funds may be used to pay the evaluator up to \$100 as a fee and up to \$100 for expenses. The evaluator should send one copy of the evaluation to the NJHC and one copy to the applicant.

Law and Liability

Applicable Law

Grantees will be expected to abide by all applicable state and federal laws and to maintain good standing with all other state and federal filings that are required of the organization.

Liability

The Historical Commission will not be held liable for work it has funded that contains fraudulent or plagiarized material.

Award of a grant does not constitute Historical Commission endorsement of the final product of that grant.

Insurance

Organizational grantees are required to include the Historical Commission as an insured party on their liability insurance. Documentation of insured status must be submitted with the signed contract. Consult your insurance agent.

Prizes

In addition to its grants-in-aid, the Historical Commission offers the **Alfred E. Driscoll Dissertation Prize**, the **Mildred Barry Garvin Prize**, and the **Richard P. McCormick Prize for Scholarly Publication**. The Driscoll Prize and the McCormick Prize are offered in alternating years. The McCormick Prize is offered in odd years; the Driscoll Prize in even years.

The **Richard P. McCormick Prize for Scholarly Publication** is an award of \$1,000 to the author of an outstanding scholarly book on New Jersey history published during the preceding two years. To apply, submit one copy of the book and the nomination form in the back of this booklet by January 2, 2005.

The **Alfred E. Driscoll Dissertation Prize** is given for an outstanding doctoral dissertation in New Jersey history. The prize is an award of \$1,000 to the author. Unsuccessful applicants may resubmit their dissertations in subsequent years. Dissertations that have already been accepted for publication are eligible, and their presses may apply for publication assistance. Submission deadline: January 4, 2006. Nomination form will be included in the 2006 grant booklet.

The **Mildred Barry Garvin Prize** is an award of \$1,000 to a New Jersey teacher, guidance counselor, or school librarian for outstanding teaching of black American history in kindergarten through high school or outstanding performance in a related activity such as developing curriculum materials. One prize is awarded annually. Nominations for the 2005 prize must be postmarked by October 1, 2004. Self-nomination is possible. **For information and the nomination form, contact Giles Wright at the Historical Commission, (609)984-3464, fax 633-8168, email <giles.wright@sos.state.nj.us>**

Prize submissions will not be returned, and will remain the property of the Historical Commission. If you have any questions about our prize program, write **Grants and Prizes, NJ Historical Commission, PO Box 305, Trenton, NJ 08625-0305**, or call **(609) 292-6062**.

Caucus Archival Projects Evaluation Service (CAPES)

A professional assessment of the conservation needs of the materials is required for a conservation grant involving an archival collection of paper items (manuscripts, books, photographs, maps, etc.). The New Jersey Caucus of the Mid-Atlantic Regional Archives Conference (MARAC) has organized the Caucus Archival Projects Evaluation Service (CAPES) to meet this need. CAPES provides professional evaluations of historical collections held by New Jersey archives, libraries, historical societies, and other agencies. *CAPES does not provide evaluations of artifacts.*

A CAPES evaluation may focus on any of the following:

- 1) The applicant institution's collections policy.
- 2) The institution's methods of assessing, accessioning, and processing materials. This might include the preparation and arrangement of items, the development of storage systems, and the creation of descriptions and finding aids.
- 3) Surveys of the condition of materials and estimates of remedial needs.

Members of the New Jersey Caucus of MARAC provide this service to eligible agencies and organizations without charge. The service is supported by a grant from the Historical Commission.

After the CAPES consultation, applicants will receive a written report including the survey and, if appropriate, recommendations for changes in archival practices and facilities. The report may also recommend that the repository receive an additional consultation for the purpose of providing training in archival techniques or assistance in writing grant applications. Applicants may apply to the NJHC for grant funds with which to carry out the recommendations in the CAPES report.

Eligibility

CAPES serves *only* organizations — either public or private — that need consulting assistance to evaluate the archival needs of their collections and which cannot obtain such assistance in a timely manner using their own funds. Collections must be accessible to the general public. Categories of eligibility (in priority order) follow:

1. Small county and local historical organizations, such as archives, libraries, and historical societies, which do not have full-time staff.
2. Small county and local historical agencies with full-time staff but without professional archivists.
3. Small county and local historical agencies with full-time staff including professional archivists, but without specialists in the collection area.
4. Small college and university archives and libraries.
5. Most organizations funded by the state or federal governments are not eligible for the CAPES service; the exception is small colleges and universities, whose eligibility will be determined case by case.

Note: Ordinarily state, county and local government entities should turn to the Division of Archives and Records Management for advice on the care and preservation of their records. There are exceptions to this rule. Consult the New Jersey State Archives, (609) 292-6260, for advice.

To Apply for a CAPES Survey

Complete the CAPES application form in the back of this booklet and return it to:

CAPES
NJ Historical Commission
PO Box 305
Trenton, NJ 08625-0305

There is no application deadline; return the completed form when convenient. The NJHC's staff will assess eligibility and forward the application to the CAPES coordinator who will contact you to arrange a consultation. The coordinator of the CAPES program will send copies of the consultant's survey and recommendations to you and to the NJHC.

If you have questions about the CAPES service or about the application form or process, telephone the Historical Commission at (609) 984-0954.

Other Sources of Support for New Jersey History Projects

National Historical Publications and Records Commission
National Archives Building, Room 607
Washington, DC 20408
(202) 501-5610

Aid for projects to manage, preserve, and facilitate the use of documentary sources related to United States history. See State Historical Records Advisory Board below.

State Historical Records Advisory Board
Contact Karl J. Niederer
New Jersey State Archives
PO Box 307
Trenton, NJ 08625
(609) 292-6260

The State Board is the central advisory body for historical records planning and for NHPRC funded projects in New Jersey. It serves as the state-level review body for proposals to the NHPRC.

New Jersey Council for the Humanities
28 West State Street, 6th Floor
Trenton, NJ 08608
(609) 695-4838

Grants to nonprofit New Jersey groups with projects in the humanities, including history conferences, public programs, teachers' programs, oral history, radio and television programs, publications (finding aids, public documents, commentaries, edited proceedings, biographical dictionaries).

New Jersey Historic Trust
PO Box 404
Trenton, NJ 08625
(609) 984-0473

Capitol and planning grants and loans for preservation, improvement, restoration, rehabilitation of historic properties.

New Jersey State Library
PO Box 530
Trenton, NJ 08625
(609) 984-3282

Grants for preservation and care of library collections.

National Endowment for the Humanities
Old Post Office Building
1100 Pennsylvania Avenue NW
Washington, DC 20506
(202) 501-5610

Grant support for organizations, institutions, and individual scholars. Funding is available in four divisions: Public Programs, Humanities Projects in Libraries and Archives; Research Programs, Reference Materials; Research Programs, Editions and Publication Subvention; and Preservation and Access, Library and Archival Materials.

Standards

Microfilm

These standards were adapted from the N.J.A.C. 15:3-3.12.

A. Access to information:

1. The records to be filmed must be arranged, identified, and described to insure reasonable ease in locating individual documents. The contents description must be filmed at the beginning of the reel (see 2d below).
2. All roll film must have the following targets at the beginning of the reel:
 - a) Density targets;
 - b) National Bureau of Standards' resolution target;
 - c) Technical target listing reduction ratio, camera type, film type, microfilming vendor and organization or agency having custody of the records;
 - d) Title target giving the comprehensive contents listing of the reel.
3. Retakes should be spliced in the appropriate location on the film, not at the beginning or end of the reel.

B. Quality of film. Microfilming vendors must meet these standards:

1. The master negative is the original reel of film produced. Only a safety-base permanent record film with a gelatin-silver halide emulsion, developed to a black and white image and meeting the standards of the American National Standards Institute: PH 1.28, PH 1.29, and PH 1.41, is acceptable for master negatives.
2. Microfilm density measures the degree of background darkness on a roll of negative film. Optimum density varies with the quality of the document filmed, as follows:
 - a) high-contrast documents (bold letters on white paper): 1.00-1.30
 - b) medium contrast (faint text or darkened paper): 0.90-1.10
 - c) low contrast (faint text on colored or darkened paper): 0.80-1.00
3. A density minimum reading taken from the non-image or clear area of the film should not exceed a reading of 0.12 or manufacturer's specifications using automatic retrieval systems.
4. A microscope having a magnification of 50X to 150X with achromatic objectives should be used to read the resolution from the National Bureau of Standards' microcopy resolution test chart. The line direction method should be used in making the determination of resolution. A minimum resolution of 110 lines per millimeter on planetary cameras must be obtained on first generation camera film.
5. Thiosulfate residual content should be tested at least once a week. Only the methylene blue test method is sufficiently reliable to determine archival quality. According to the American National Standards Institute (PH 1.28 of 1973) the maximum permissible concentration of thiosulfate₂ Ion, S₂ O₃ in micrograms per cm is 1.4.
6. Splices should be kept to a minimum; no more than four splices per roll is acceptable. Heat-weld splicing should be used to splice images in proper sequence within the roll.
7. Film should be inspected for proper contents, density, resolution and for residual thiosulfate. Film should be free of scratches, abrasions, blemishes or other defects.

C. Storage and duplication:

1. Master and print negatives must be turned over to the Historical Commission for transfer to the State Archives for permanent storage in the State Records Center's microfilm vault. A service copy must be deposited with a member of the New Jersey Library Network.
2. Methods of duplication include the use of silver halide, diazo and vesicular film:
 - a) Silver halide duplication film is the only duplicating film considered suitable for producing print masters. Both negative and positive copies can be produced. Because silver film scratches easily, it should not be used for producing working copies unless they will be used infrequently.
 - b) Working copies may be either diazo or vesicular. Shelf life depends upon use and storage conditions. Diazo film will maintain the same polarity as the original master (negative to negative; positive to positive). It wears well under use. Diazo film must not be stored with silver halide film; gas from the diazo film can react with silver and damage the image of silver halide film. Vesicular film is a reversing process film — the polarity of the copy will be reversed to that of the original master (positive to negative, negative to positive). It is less scratch-resistant than diazo film and more scratch-resistant than silver halide.

Oral History

This “Statement on Interviewing for Historical Documentation” is taken from the American Historical Association’s *Statement on Standards of Professional Conduct*, adopted May 1989.

Interviewing has become commonplace in historical research focusing on the twentieth century, but unfortunately it is often done and used without proper attention to professional obligations. When interviews are conducted, individual historians too often fail to adhere to the standards now well established in more formal oral history programs and projects. Historians should recognize that in interviewing they are creating historical documents and that entails special responsibilities to ensure future access for both verification and research by others. The AHA’s *Statement on Standards of Professional Conduct* (adopted 1987) establishes basic obligations for historians who engage in interviewing as follows:

- Historians should carefully document their findings and thereafter be prepared to make available to others their sources, evidence, and data, including the documentation they develop through interviews.
- Since historians must have access to sources — archival and other — in order to produce reliable history, they have a professional obligation to preserve sources and advocate free, open, equal, and nondiscriminatory access to them, and to avoid actions which might prejudice future access. Historians recognize the appropriateness of some national security and corporate and personal privacy claims but must protect research collections and other historic resources and make those under their control available to other scholars as soon as possible.
- Certain kinds of research and conditions attached to employment or to use of records impose obligations to maintain confidentiality, and oral historians often must make promises to interviewees as conditions for interviews. Scholars should honor any pledges made. At the same time, historians should seek definitions of confidentiality before work begins, press for redefinition when experience demonstrates the unsatisfactory character of established regulations, and advise their readers of the conditions and rules that govern their work. They also have the obligation to decline to make their services available when policies are unnecessarily restrictive.

Recognizing the need for more specific guidelines, the AHA’s Professional Division consulted with representatives of the Oral History Association, the Organization of American Historians, and the Society of American Archivists. The following guidelines resulted from that discussion and are drawn from statements adopted by the Oral History Association and the Society for History in the Federal Government.

1. Interviews should be recorded on tape but only after the person to be interviewed has been informed of the mutual rights and responsibilities involved in oral history, such as editing, confidentiality, disposition, and dissemination of all forms of the record. Interviewers should obtain legal releases and document any agreements with interviewees.
2. The interviewer should strive to prompt informative dialogue through challenging and perceptive inquiry, should be grounded in the background and experiences of the person being interviewed, and, if possible, should review the sources relating to the interviewee before conducting the interview.
3. To the extent practicable, interviewers should extend the inquiry beyond their immediate needs to make each interview as complete as possible for the benefit of others.
4. The interviewer should guard against possible social injury to or exploitation of interviewees and should conduct interviews with respect for human dignity.
5. Interviewers should be responsible for proper citation of oral history sources in creative works, including permanent location.
6. Interviewers should arrange to deposit their interviews in an archival repository that is capable of both preserving the interviews and making them available for general research. Additionally, the interviewer should work with the repository in determining the necessary legal arrangements.
7. As teachers, historians are obligated to inform students of their responsibilities in regard to interviewing and to encourage adherence to the guidelines set forth here.

See also *Oral History Evaluation Guidelines*, published by the Oral History Association, and John Neuenschwander’s *Oral History and the Law* (Oral History Association Pamphlet No. 1, 1985), which provides sample release forms.

Photographic

These standards were adapted from the Historical Photograph Grant Guidelines of the National Historical Publications and Records Commission.

Applicants may seek funding for two general types of projects:

1. Preservation
 - a) conservation of items or collections
 - b) climate control improvements
 - c) purchase of storage supplies
 - d) creation of preservation or reference images
2. Arrangement and description

The proposal must provide as detailed a description as possible of the collection (number of photographs in collection or subject division, description of subjects covered, dates, geographic areas covered, photographers, where known). Collections of photographs unidentified in any way are not eligible for support.

The relationship, if any, of the photographic collection to the repository's other collections should be described.

The proposal should discuss the current or potential use, such as historical research or exhibitions, of the photograph collection, and the extent of user access (e.g., days/hours of access, security, fees for use or reference copies, availability of viewing equipment, where applicable).

The proposal must describe the current environmental conditions for housing photographs (general protective capabilities — fire, flood, water damage; air filtration system; range of temperature and relative humidity; method of maintaining temperature and relative humidity). An institution with inadequate storage facilities may apply for funding to support improvements (climate control, storage supplies), but it must provide plans for improvement or, until improvements can be made, for acceptable storage facilities elsewhere. All applicants should have a disaster plan in place.

Preservation

A. Conservation of items or collections:

Applicants may seek funds to support cleaning and repair of original images. Eligible activities include cleaning of surface dirt, fungus, and other foreign matter from original photographs, as well as basic repair. Proposals must describe the techniques to be used. The techniques must be generally accepted as effective and safe for both photographs and personnel. Personnel designated to do the work must have appropriate training. The training must be described in the application. In all cases the proposal must include a discussion of the planned care of the original materials following the conservation work.

B. Climate control:

Storage areas must protect their contents from fire, flood, and water damage, maintain stable temperature and relative humidity levels and, if necessary, contain air filtration or purification systems to keep out contaminated air. Separate storage of different media (manuscripts, photographs, etc.) is preferable. If separate storage is not feasible, the relative humidity and temperature levels should reflect the best-possible option for the mixture. Applicants may request support for the purchase of appropriate climate control equipment such as humidifiers and air conditioners.

C. Storage supplies:

Applicants may seek funds to purchase appropriate equipment or storage containers. Storage equipment (shelving and cabinets) should be powder-coated rather than baked enamel; storage containers (envelopes, folders, boxes) should be archival quality. Original and preservation materials must be stored separately from photo-service photonegatives; photoprints from photonegatives; originals apart from copies or duplicates. Photoprints and photonegatives **must not** be stored in the same envelope or folder.

D. Preservation or reference images:

For each image processed with grant funds, there should exist by project's end, a preservation image (preferably the original or when necessary an archival quality copy photoprint, copy negative, or

duplicate photonegative) and a reference image. Proposals must describe the photographic medium used, the format, the duplicating procedure, and the cost per item.

Polyester-based film should be used for any preservation interpositive or negative work. Acetate film is not an acceptable preservation medium. The original or new preservation copy should be stored under the best possible conditions (cool or cold storage) for maximum life expectancy. Original color images must be stored in the dark in cool or cold storage. Grant funds may not be used to duplicate color photographs except as black and white images.

When producing preservation images from original photonegatives, applicants must choose a current, technically appropriate method of copying or duplication and explain why that method was selected. The processor must use durable and chemically stable materials and adhere to stringent specifications recommended by the American National Standards Institute, Inc. (ANSI). The most recent standards apply.

When possible, original images in good and stable condition should serve as the permanent historical record. Preservation images should not be used as reference images. If original photoprints are deteriorating or in demand, or if the image is available only in negative form, it may be necessary to prepare reference images, either in the form of photoprints or continuous-tone microforms (diaz). (Diaz may be used for reference copies; master negatives and print masters should be silver halide—see Microform Guidelines). The Historical Commission encourages the use of microform for reasons of cost, space utilization, ease of access, and durability.

Arrangement and Description

Applicants may request funding to support the arrangement and description of photographic collections (narrative or automated). The proposal must explain how the collection's arrangement and description will improve access to the photographs. Where applicable, arrangement systems for original images, preservation copies, and reference images should each be described and their interrelationship explained in detail. In keeping with standard archival practice, applicants should retain the existing arrangement (if any) of original or preservation images and, if necessary, rearrange reference images to improve access. If the original arrangement is not maintained, it should be fully documented before rearrangement.

Proposals requesting funds for narrative description should limit the description to collection, box, or folder level. Proposals should also indicate the extent of identifying information readily available.

Applicants interested in automated description are encouraged to use the Library of Congress's United States Machine-Readable Cataloging (USMARC) formats. The two relevant formats are the Archives and Manuscripts Control (AMC) and Visual Materials (VM) formats. Applicants should specify one format was selected over the other. For example, the AMC format might be selected if the applicant already uses this format to describe and control collections of textual documents. Applicants are encouraged to participate in on-line bibliographic networks, such as Online Computer Library Center (OCLC) and Research Library Information Network (RLIN), using USMARC formats.

Department of State
NEW JERSEY HISTORICAL COMMISSION
2005 GRANTS AND PRIZES

Project Support: Application Checklist

If you are applying for the September 15, 2004 deadline for Project Support, this checklist (completed, signed, and dated) must accompany the **original and five copies** of the application. **Do not send applications in binders, notebooks, or plastic containers.**

Minigrant applicants need only submit the original of their application.

An application consists of the following:

- ☐ Grant application form
- ☐ Narrative
- ☐ Project budget form
- ☐ Resumes of project personnel
- ☐ Summary history of organization (institutional or organizational applicants only)
- ☐ Support materials (organizational applicants): brochures, catalogues, publications illustrating programs, and operations
- ☐ Certification of support from school, organization, or institution (for education proposals or applications on behalf of an organization or institution)
- ☐ Documentation of commitment to participate (consultants)
- ☐ One copy of manuscript, representative photographs, script, script treatment, videotape (for publications and media proposals)
- ☐ Publications bid sheets. Production bids from three vendors. Use the provided bid sheet and make photocopies
- ☐ Vendor price quotes and work descriptions (conservation proposals, microfilming, equipment purchases)
- ☐ Application checklist

Signature _____
Organization (if applicable) _____

Date _____
Phone _____

(Please type)

- 35

8. Institutional applicants must fill out this section

Project director

Name _____

Street address _____

Daytime telephone (____) _____

Position with applicant _____

Signature _____

Date _____

Authorizing official

Name _____

Title _____

Daytime telephone (____) _____

Signature _____

Date _____

Chief financial officer _____

Institution's annual budget: \$ _____

Number of members _____

9. Teaching grant applicants must fill out this section

Name of department chairperson _____

Title _____

Signature _____

Date _____

10. Have you applied for or received other grants to help support this project? If so, please list them and the organizations that administer them.

11. If you have received a grant from the Historical Commission before, state for each grant the year of the grant, the amount awarded, and the title of the project.

Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are using a service other than U.S. mail (e.g., Fed Ex, UPS) you must include the street address: 225 West State Street.

Department of State
NEW JERSEY HISTORICAL COMMISSION
2005 GRANTS AND PRIZES

Project Support: Budget Form

Itemize these expenses in the narrative budget

Category of Expenditure	Grant Funds Requested	Matching Funds (if applicable)	Total
Transportation			
Food, lodging			
Photocopying, photography			
Purchase/rental of equipment			
Salaries, fringe benefits			
Honoraria			
Professional services, fees			
Typesetting, printing			
Postage, telephone			
Materials and supplies			
Typing, transcribing			
Insurance, accountant services			
Personal maintenance			
Operating support			
Other (specify)			
TOTALS			

Department of State
NEW JERSEY HISTORICAL COMMISSION
2005 GRANTS AND PRIZES

Publication Project: Typesetting and Printing

Publication Bid Sheet

(Each vendor must bid to the same specifications.
Photocopy this sheet and submit a copy for each vendor)

1. General information

Name _____ Project director _____
Address _____ Description of project _____
City, state, zip _____

2. Work to be published

Description: ☐ Book ☐ Brochure ☐ Other _____
Title _____ Author _____

3. Composition

Description (check all that apply): ☐ Typesetting and layout ☐ Design ☐ Other
Supplier _____
Address _____ City/ state/ zip _____

4. Printing

Description: ☐ Offset lithography ☐ Photocopy ☐ Other _____
Printer _____
Number of copies _____ Number of pages _____ Trim size _____
Stock: Text _____ Cover _____
Ink: Text _____ Cover _____
Number of bleeds _____ Number of halftones _____
Form in which copy will be delivered to printer: ☐ Camera-ready repros ☐ Other
Proofs: ☐ Galleys ☐ Page proofs ☐ Bluelines

5. Binding

Cover: ☐ Cloth (hardcover) ☐ Paper
Method: ☐ Smyth sewn ☐ Perfect ☐ Saddle stapled ☐ Other _____

FILL THIS IN FOR HARDCOVER BOOKS:

Binders board # _____ Endsheets _____
☐ Rounded and backed ☐ Headbands and footbands
Stamped on: ☐ Spine ☐ Front cover ☐ Back cover
Stamped with: ☐ Gold foil ☐ Other _____

6. Packing, shipping _____

7. Costs

Typography: _____
Printing and binding: _____
Other (explain at right): _____
TOTAL _____

Department of State
NEW JERSEY HISTORICAL COMMISSION
2005 GRANTS AND PRIZES

Nomination Form: Richard P. McCormick Prize
(Please type)

Name of nominee _____

Street address _____

City, state, zip _____

Daytime telephone (____) _____

Title of Book _____

Publisher _____

Year of Publication _____

Submit one copy of the book with this form

Submit the completed form, with a copy of the nominated book, by January 2, 2005 to Grants and Prizes, New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are not using U.S. mail, include the street address: 225 West State Street. For information, telephone (609) 292-6062 or (609) 984-0954.

Department of State
NEW JERSEY HISTORICAL COMMISSION
2005 GRANTS AND PRIZES

CAPES: Caucus Archival Projects Evaluation Service
(a service of the New Jersey Caucus, Mid-Atlantic Regional Archives Conference
funded by the Department of State, New Jersey Historical Commission)

APPLICATION FORM
(Please type)

1. Name of institution _____ 2. Telephone (____) _____
3. Address _____
4. Person completing application _____
5. Position with applicant _____
6. Purpose of CAPES evaluation (please check all applicable statements):
 - ☐ To evaluate a proposed grant application
 - ☐ To survey and evaluate environmental conditions
 - ☐ To survey and evaluate preservation and conservation condition of collections, including storage of materials
 - ☐ To survey and evaluate arrangement (e.g., storage) and description (e.g., intellectual access) of collection
 - ☐ Other (Please use a separate sheet to describe)
7. Have you had a CAPES survey previously? What action did you take on the recommendations?
8. Title of proposed grant project (if applicable) _____
9. Has the institution had contact with an appropriate archival repository regarding the possible transfer of the collection to that repository?
 - ☐ No ☐ Yes (If yes, please explain in the space below)
10. Number of staff members:
Full-time _____ Part-time _____ Volunteer _____
11. Does the staff include an archivist?
 - ☐ No ☐ Yes ☐ Full-time ☐ Part-time
 - Archivist's name _____

12. What is the institution's budget for this year? \$ _____

13. Is this evaluation preliminary to an application to the NJHC for funds to support any of the archival functions listed in the description of this program?

☐ Yes ☐ No

Please answer the questions below as completely as you can. Please send with the application a copy of the organization's most recent annual report or other current information about the organization and its activities.

Date you are submitting this application _____

Institution's staff director or chief elected official:

Name _____

Signature _____

Does the material to be evaluated by CAPES include the following? (Check as many types as you have, and estimate the amounts of each kind of material and the date span of each.)

☐ Manuscripts and records

Date span: From _____ to _____

☐ Boxes: Number _____

Dimensions _____

☐ File drawers: Number _____

_____ Legal size _____ Letter size

☐ Folders: Number _____

_____ Legal size _____ Letter size

☐ Volumes: Number _____

Average thickness _____

Linear feet _____

☐ Other measurement: _____

☐ Newspapers

Date span: From _____ to _____

☐ Bound volumes: Number _____

☐ Unbound issues: Number _____

☐ Other measurement: _____

☐ Photographs

Date span: From _____ to _____

☐ Boxes: Number _____

Dimensions _____

☐ File drawers: Number _____

_____ Legal size _____ Letter size

☐ Folders: Number _____

_____ Legal size _____ Letter size

☐ Other measurement: _____

☐ Books

Date span: From _____ to _____

☐ Shelves: Number _____

Linear feet _____

☐ Other measurement: _____

In the space below (and on additional pages, if necessary), please describe other material in the collection, including an estimate of its cost and date span.

Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625-0305. If you are not using U.S. mail, include the street address: 225 West State Street. For information, telephone (609) 292-6062.

Notes